

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL.		5. Duty Station		1. Agency Position No. NL12542	
Explanation (Show any positions replaced) Non-Sensitive Position.		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1. Non Sensitive <input type="checkbox"/> 3. Critical Sensitive <input type="checkbox"/> 2. Noncritical Sensitive <input type="checkbox"/> 4. Special Sensitive		13. Competitive Level Code 1202	
								14. Agency Use	

16. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U. S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Contract Specialist	GS	1102	12		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of the Army (DA)		c. Third Subdivision Acquisition/Contracts (AC)	
a. First Subdivision Simulation, Training and Instrumentation Command STRICOM		d. Fourth Subdivision	
b. Second Subdivision Directorate for Acquisition (A)		e. Fifth Subdivision	
19. Employee review - This is an accurate description of the major duties and responsibilities of my position		Signature of Employee (optional)	

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.	
a. Typed Name and Title of Immediate Supervisor Denise A. Manross, Supervisory Contract Specialist, PM ITTS/OPS	b. Typed Name and Title of Higher Level Supervisor or Manager (optional)
Signature _____ Date _____	Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position U.S. OPM PCS for Contracting Series, GS-1102, TS-71, Dec 83.	
Typed Name and Title of Official Taking Action James L. Laughlin, Colonel, GS, Chief of Staff		Information for Employees: The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature _____ Date _____		Signature _____ Date _____	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks Position is at the full performance level. BUS: 7777
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INTRODUCTION

This position is located in the Acquisition/Contracts Division under the Directorate for Acquisition of the Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command. The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of army training devices, simulations and simulators, major instrumentation targets and threat simulation, and the distributed interactive simulation (DIS). Mission includes cradle to grave Life Cycle Acquisition beginning with tech base programs and following through each phase of the acquisition process. The commander centrally directs, coordinates and supports the materiel development, acquisition and sustainment activities through the functional/matrix organization and four program managers. STRICOM is co-located with the Naval Air Warfare Center Training Systems Division (NAWCTSD). Incumbent of subject position will have responsibility for all assigned contractual actions from program inception through contract closeout.

MAJOR DUTIES

1. Negotiates new acquisitions and equitable adjustments to existing contracts resulting from engineering changes, changes to Government requirements, and contractor deficiencies. Reviews system and service acquisition requests to coordinate with appropriate acquisition approach throughout all phases of the contracting process to determine the articles or services to be acquired, reviews the specifications prepared by the Project Engineer to ensure their contractual adequacy, and determines if the schedule and specifications accurately define the articles and services set forth in the procurement request. Provides guidance for development of Acquisition Plans, Justifications and Approvals, and prepares Determinations and Findings usually requiring approval of higher authority. Prepares solicitations of the highest complexity (IFB, RFP (including Best Value), and RFQ), reviews proposals submitted for compliance with the requirements of the solicitation, and forwards them to the Project Manager for technical evaluation and to the cognizant DCMAD/DCAA office for audit evaluation. Prepares appropriate Business Clearance, obtains appropriate approvals, and negotiates independently with responsible offerors.

35%
2. Analyzes proposed costs, such as direct labor hours, overhead rates, proposed bills of material, and profit for purposes of determining reasonableness and identifying questionable areas in order to establish the Government's target objectives, plan-of-attack, and/or defense, and basis for negotiation. Determines and incorporates the appropriate type of contract using firm-fixed price, fixed price with escalation, fixed price with incentive, cost-plus-fixed-fee, cost-plus-incentive-fee, cost-plus-award-fee, time and material, or multi-year contracts. Responsible for establishing the formula and sharing arrangements most advantageous to the Government in fixed-price incentive-type contracts. Obtains agreement between the prospective contractor and the government on other terms and conditions of a contract.

20%
3. Chairs pre-negotiation meeting with the assigned acquisition team to determine the Government's position for negotiation purposes. Conducts negotiations with the offeror(s) and recommends the award of a contract.

10%

Skill in negotiation techniques to conduct contract negotiations and to meet and deal with high level business, industry, technical and Government personnel.

Factor 2, Supervisory Controls

The supervisor sets the overall objectives and resources available. The team leader assigns work in terms of overall acquisition programs to be accomplished. The employee and team leader, in consultation, develop the deadlines, projects and work to be accomplished. The employee plans and carries out the assignment. The employee initiates necessary coordination and resolves most conflicts which arise. The employee negotiates alone, but, keeps the team leader informed of any unusual problems or required compromises. Keeps team leader and supervisor informed of general status of program especially any potential problems. Review of work is minimal and reviews are made to assure compliance with all legal and regulatory requirements.

Factor 3, Guidelines

Guidelines would include the FAR, DFARS, FIMIR, NAPS, DOD and Navy directives and policy; local policy and procedures; DOL regulations and policy; GAO, ASBCA, Court of Claims decisions; and Public Law. Employee is responsible for developing and implementing procurement strategies for which little or no guidance exists. This would include the development of complex and difficult government positions in contract acquisition planning, negotiations, disputes, protests, and litigation. The employee must exercise initiative, resourcefulness, and experienced judgement in balancing multiple guidelines, regulations and legal precedence that apply to difference aspects of a contract action or related actions. Examples of this would include responding to a Contractor's protest or claim based upon general basis of protest or claim, or development of new evaluation factors and criteria required to meet unique situations pertaining to a given acquisition.

Factor 4, Complexity

The work involves coordination and management of all critical phases of the acquisition process, involving a wide variety of negotiation and administration tasks in support of acquisitions for major military training simulation systems and service acquisitions.

Devised innovative contractual methods at each stage of the acquisition process. Decisions related to innovations in such areas as special clauses, acquisition strategy, and handling of complex contract administration issues. Work is characterized by such complexity as:

- Contracts are research and development and production of simulation systems, complex modifications of existing simulation systems, or service contracts which are characterized by time and material requirements, repair and maintenance of proprietary items and extensive administrative problems (e.g., long term contracts of 2 to 5 year and performance of services at multiple sites).

- Requirements involve new or unique equipment or technical services where there is a lack previous experience or competition or extensive subcontracting.

- Limited competition exists because of limited manufacturing capability, state-of-the-art equipment or similar conditions resulting in frequent sole source acquisitions for highly specialized programs with the attendant need for indepth cost analysis, audit and technical reports.

modify the contract to meet changing program objectives; training of junior personnel; and justifying contractual approaches for review and approval. Contact will also result from participation in Government groups formed to examine internal processes, procedures, policies and strategic plans.

Factor 8, Physical Demands

The employee's work is sedentary in nature.

Factor 9, Work Environment

Although the majority of the work is performed in an office setting, the employee visits contractor plants to review equipment and production runs and to evaluate progress and performance. During these visits, the employee is in close proximity to electrical/industrial machinery and must exercise safety precautions.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL12542

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."